



Approved 3-3-2016

## **Administration Committee- Meeting Minutes January 7, 2016**

**CALL TO ORDER:** 4:31 by Trustee Liddle

**ROLL CALL:** Chair/Trustee Liddle, Mayor Gunter, Clerk Szymiski, Trustee Addington, Trustee Barker, Trustee Guzzo, Trustee Nero, Trustee Barry, Manager May, Director Parker, Mielcarski, Deputy Clerk Richards, Chief Weiss, Director Ramsey, Director Ziegler, Chief Mulhearn, Deputy Chief Gunther

### **PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:** July 23, 2015 minutes - a motion Trustee Addington and seconded by Trustee Nero.

**UNFINISHED BUSINESS:** None

### **NEW BUSINESS**

- A. **The Cool DuPage resolution** - Received from the county a request for the resolution to support and educate businesses and residents in environmental concerns. Manager May stated that all items that are reviewed by an ad hoc committee/commission will be presented at a Committee of the Board meeting for a first look before being placed on a Village Board agenda. This is just such an item that has been reviewed by the EIC and recommended for approval. Trustee Liddle asked how many charter communities have passed the resolution. Manager May replied that he did not, this item was presented by Communications Director McIntyre who was unable to attend the meeting. The information can be sent out before the board meeting. This is not our first cool resolution, we have enacted previous resolutions through the cool cities programs; this is just the first one from the county. Trustee Addington asked if a recommendation needed to move this forward or it would just appear on a board agenda? If there is opposition we can review it again, if there is no opposition it will move forward.
- B. **Social Media Policy** - Trustee Liddle states should be tabled without Larry McIntyre present. Manager May responds that this is not a new item, staff has been researching this item for quite awhile. HR Director Crane and Attorney Zemanek have been working on a policy. There are many different levels to a social media policy, not just the Village Facebook page. Currently this has come before us due to the School Resource Officer Glynn requesting a Twitter account to push out information to students. The Village does not have the policy in place that would permit this account. At this time we would like to move quickly to allow this one employee the rights to proceed with this one account while the HR Director and the Attorney work towards adding this complete policy, by the next Administration Committee meeting. If everyone is comfortable with the Police Department

moving forward with the Twitter account would be on behalf of the Westmont Police Department and the SRO would be the “guinea pig” for an account that pushes out information on behalf of the Village. Mayor Gunter remarked that he would rather have the police department be the guinea pig than someone else. Trustee Liddle asked if the attorney was reviewing this policy? Manager May responded that this is a policy and the Board will have to adopt it. It has a lot of different areas covered with regards to social media on behalf of the Village and personal use. For tonight we are discussing our own Village Business use for the SRO. Trustee Liddle asked if anyone was opposed to this officer beginning an account on Twitter? No opposition was noted. Manager May stated that we will be proceeding with this account as there is no opposition.

- C. Proclamation Policy** - As we no longer read every proclamation, we have decided to only read a proclamation if someone comes in attend the meeting. In an effort to control the requests we have the bullet points that are the beginning of developing a policy for your review. How we handle the requests need to be established; pulling it off the consent agenda and reading it or not based on guidelines. Trustee Barker asked about the annual DAR request; Manager May stated that we have a listing of the annual requests that we try to stay on top of and not be asked for things at the last minute. Manager May stated that we would have the policy in the next few weeks for you to review.

#### **Reports:**

- **Chair/Trustee Liddle:** Nothing at this time.
- **Manager May:** Later this evening you will be asked to adopt the strategic plan, as you have been a part of the process all along. At the last presentation notes were added, so there are changes in the plan. Implementation will need to be discussed and decided upon, this is not apart of the scope of work in the strategic plan consultant’s contract. There are four ways that we could move forward with the plan and make sure that it just doesn’t end up on a shelf:
  - Use staff
  - Use staff partnering with another governmental entity, CUSD 201 has staff that are very familiar with the process.
  - Use a consultant, Lynn Montei or another service. This would probably be the most effective however it would involve costs.
  - Do nothing

Staff feedback was not to use staff as there is too much of a change to have it lose steam in the day to day, be better to move forward with professional help. Being budget time, it is the time to think of the cost and add to our expenses. Mayor Gunter asked what it could cost 1/2 a dozen meetings a year, couple hundred dollars a meeting? Steve said it could be a quarterly meeting to keep us on track. Mayor Gunter asked if Lynn Montei was moving this request forward? Manager May stated that this is from our end. Direct experience with this is various IML sessions that recommend that you do not do the plan in house, which we didn’t; and that you have to have an implementation plan. On our end we have moved forward with a number outline to tie to budget requests to make sure that there is no goal conflict . Mayor Gunter said that it would be a shame to spend \$25,000.00 and then let it sit because we don’t want to invest another \$1,000.00. Trustee Barry stated that he felt we should not have spent the \$25,000.00. Trustee Barry asked what was meant by surveying staff? Manager May responded that he

emailed the department heads. Trustee Barry responded that the school board does a strategic plan all the time so that a staff member and a volunteer from the school board would be the way to go. Manager May said that would have the benefit of not being staff only, it would have a “consultant” moving things forward. Manager May said we can always begin with one idea and if it is not proceeding we can switch gears the next year, it is a multi year plan. Trustee Barker feels that it needs to be a combination of all of it. Based on the dollars of the professional services, they are the experts. Staff and volunteers are fully capable of moving forward but if we can have an expert once a year or twice a year to check the progress.

Trustee Barry said that what was presented by the professional was nothing that anyone of us could have done, what did we pay for? Trustee Barker said that the professional knew how to put it all together in a way that we couldn't have, had people participating in a way we couldn't have, it was not a mystery. Manager May said that it was the professional that kept it moving forward when many of us were feeling done and then something would come out of it that would not have if we had stopped. The IML training did point out that an outsider from the community can get the community to be involved in a way that keeps it from going in the same ruts that can happen internally, unbiased eyes. Trustee Barry commented that IML is very biased in their magazines with the advertising they accept from fire alarm companies and sprinkler companies and the trade show is very biased as well. That group has quite a monopoly on all the municipalities.

Chair Liddle asked if we need an action item to find out from Lynn what her fee would be? Manager May stated that he will recommend that she put together a proposal to let us know what would be included and a fee. The school district would be an intergovernmental partnership, the fee for the school district employees time will need to be considered. Trustee Barry responds that as we have seen through the environmental group that there are volunteers in the community that are more than willing to participate that do this for a living. We have seen that time and time again with the environmental group. We just need to reach out, someone in Westmont might be a strategic consultant and willing to volunteer. Trustee Nero believes a Strategic Plan ad hoc committee might be the way to go. Trustee Barry would like a committee to prioritise this, a board/resident committee. Manager May said than we would have to have a board committee created. Mayor Gunter asked if there were any board members willing to take this on? Similar to stormwater, maybe for a 2 year period or a 3 year period, what it takes to get this going. Trustee Addington said he would take this on as he had the time and is very supportive of this process.

**Clerk:** Clerk Szynski called Deputy Clerk Richards up to speak as she is the one in the Clerk's Office every day and has been dealing with a request to put vending machines in the train depot from Bob Gordon of Shamrock Vending. Deputy Clerk Richards would like to know the committee's opinion on the idea. Mayor Gunter asked if anyone was currently used by any Village buildings for vending? Manager May said that many of the village buildings do their own as it is not worth a company's time to stock them even though we do not ask for any profit from the

machines. The Mayor said this was a business requesting the space so a rental cost would be appropriate. Trustee Nero stated that years back a coffee shop wanted to go in there and the board at that time voted no feeling that it would take away from the businesses in the downtown.

Trustee Liddle asked if the requestor stated what type of vending was it drinks or candy? Deputy Clerk Richards replied that she did not go that far with the request; historically it has not been allowed. Manager May said that we are just questioning whether this is something in general to be considered? Trustee Addington remarked that he would ask the vendor if he had any other machines in train depots. The Mayor responded that he believed we had to decide if we want it or not like the ATM. Trustee Barry asked for details to be considered: is there enough room, are the outlets prepared to handle this, how will it be serviced when we keep the depot locked - and this is a for profit situation as there is a cost for the electric.

Clerk Szymski said the first question is do we want to do this? Trustee Barry replied that we need more information before we can make this decision. Clerk Szymski stated that we would poll other communities. Trustee Guzzo remarked that if we are going to do this, we need to have a 1 year commitment not a month or two. Trustee Liddle said that we need to know what they want to put in there; is it going to hurt Brewed Awakenings? Trustee Addington said that we could only take the idea so far as the building is not ADA compliant and there is the issue of water service so it could not be coffee. Trustee Barry comments that he cannot visualize where vending machines would be placed. Mayor Gunter said that there are vending machines at all the parks 10 months out of the year. Trustee Barry would like that room to be functional. The ADA compliance ramps and expenses were discussed. Trustee Barker asked how it could be built without ADA compliance? Mayor Gunter answered that it was built before that law was passed. Trustee Liddle asked what the action item for this topic would be? Clerk Szymski said that her office would do the research down the train line

**Communications:** Absent

**Village Manager:** Review of flag etiquette as to when we have to move the flag to half mast on the holidays and the honoring IL fallen times. In researching this it was found that the MIA flag is only to be up on certain days-another one to move. The American Legion is an option to have in charge. It would be someone that lives in town and can be there when it is needed. Trustee Barry remarked that janitorial staff usually does this, so maybe we need to hire a janitor again. Mayor Gunter replied that it would be an on call situation, working a few minutes on holidays. Trustee Barker suggested Boy Scouts. Mayor Gunter said that the park district flags you have to climb a ladder to do it because they are lock boxed. Trustee Barry said that having the American Legion/Boy Scouts involved is a very community building solution.

**Human Resources:** Absent - Manager May stated that the personnel code is being reviewed, this is a manual and part of the municipal code so in a few months you will see this come before the board for approval of the proposed revisions.

**Information Technology:** Manager May states that the problem with the switching equipment will keep us from reviewing the CCTV tonight. Information Technology Director Liljeberg said that we would show off the CCTV next meeting. The equipment will be back from repair probably tomorrow, so tonight's meeting will be only one wide angle camera with no switching.

The next scheduled meeting will be March 3, 2016.

**Motion to Adjourn** by Trustee Guzzo seconded by Trustee Nero